

TAB

Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE: 23 July 1953

FROM : Comptroller

SUBJECT: Appropriation Symbols on Personnel Actions

1. It has been noted that the symbol "11X2100 - Operations CIA" is being used on Personnel Actions and Fanfolds in accordance with the agreement raised last year in the use of symbols.

2. The question has been raised, however, as to the need for reflecting symbols on Fanfolds. It appears that the insertion of these symbols on the Fanfolds is not required. It is suggested that the placing of symbols on such Fanfolds be discontinued thus reducing the typing in the preparation of these forms.


E. R. SAUNDERS


25X1A9a

1st Memo Ind.

PERSONNEL DIRECTOR, 27 Jul 53
TO: Chief, Research & Planning Staff

25X1A9a

For study and advice.


George E. Meloon
Personnel Director

SECRET

UNCLASSIFIED

(Sender will circle classification top and bottom)

SECRET

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1	<i>MAN</i>	7/28/53
2		
3		
4		
5		

FROM	INITIALS	DATE
1	<i>PM</i>	27 JUL 1953
2		
3		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

*Suggest we have
check into
this. I assume that
this means appropriate*

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Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030010-3

Symbols only, ✓
not alotment symbols.

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